





HISTORICAL SKETCH  
OF THE  
MEMORIAL HALL,  
ANDOVER, MASS.  
WITH THE  
RULES AND REGULATIONS.



LAWRENCE, MASS.,  
Geo. S. Merrill & Crocker, Printers,  
1873.



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MEMORIAL HALL ESTABLISHED,

MARCH 6, 1871.

CORNER STONE LAID,

SEPTEMBER 19, 1871.

BUILDING DEDICATED,

MAY 30, 1873.

## HISTORICAL SKETCH.

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In the month of July, A. D. 1870, a venerable but young-hearted gentleman, a citizen of Andover, as he walked among the grand old buildings and galleries of art in historic Dresden, bethought him of the land of his adoption and of his own town. As he himself has told us, his heart yearned over it. He thought of the blood of its citizens so freely poured out for love of country, as yet uncommemorated by monument or tablet. He thought of the hard-working people, who, while able to secure the comforts of life, were yet but scantily supplied with the means of mental improvement. He had seen in almost every European city monuments of deeds nobly done and worthily remembered. Here in Dresden he found a public library of 300,000 volumes; and he had himself mingled with the throng which wandered freely through corridors where they stood face to face with the works of the greatest masters. He was no novice in the work of initiating great enterprises. What might have passed from the mind of another in an effervescence of good wishes, grew in his mind into a plan. Andover should no longer be without a soldiers' memorial and a free library. He therefore, on the 2d of July, 1870, writes thus to his son, Mr. Joseph W. Smith:—

"I have a subject on my mind to communicate to you at this time. You mention in your last letter received here that there was nothing yet done with the lots up town where the buildings were burned. I have thought the corner lot, where Joseph Abbott's shop stood, would be a fine place for a Memorial Hall to be built upon, to commemorate and keep in remembrance the names of those who gave their lives in defending our national flag, and saving my adopted country to God and liberty. I want to make a proposal, or rather a pledge, to give twenty-five thousand dollars, upon conditions,—a like sum to be subscribed by others, which will make in all \$50,000; the building, with the land, to cost not over \$30,000; and \$20,000 to be invested, the interest only to be spent in taking care of the Library, if there should be one, and a Reading-room. \* \* \* \* \* It appears to me, if the people of Andover would take this matter in hand, and all give according to their ability, the thing might very soon be done. I stand pledged for six months from date, if the conditions are complied with, to pay over the amount. If not complied with, then this pledge to be null and void.

JOHN SMITH."

This letter was laid before the Town on the first day of August ; Mr. Peter Smith and Mr. John Dove, the business partners of the originator of the scheme, furthering the enterprise by sending the following note, to be read with his :—

“ANDOVER, Aug. 1, 1870.

We, the subscribers, agree and pledge ourselves to add ten thousand dollars to the sum pledged to the town of Andover by our partner in business, Mr. John Smith, now in Europe, on the same conditions as submitted by him to the town, for the erection of a Memorial Hall, (making the whole sum thus pledged thirty-five thousand dollars,) provided the town will purchase the lot of land on the corner of Main and Essex Streets, owned by Hermon Abbott, where the buildings were recently destroyed by fire.

JOHN DOVE,  
PETER SMITH.”

The action of the Town on these letters was, first, a vote of thanks to these gentlemen for their very generous and liberal proposals ; and, secondly, the appointing of a committee “to take into consideration the subject matter thereof, and report such action as they may deem most advisable for adoption at a future meeting of the town.” The committee consisted of the following gentlemen : Hon. Francis Cogswell, Rev. Charles Smith, Samuel H. Taylor, LL. D., and Messrs. Solomon Holt, William G. Means, David Middleton and Samuel Raymond.

A public meeting of the citizens, to consider what measures should be adopted, was held at the call of this committee, on the 17th of December following. Remarks were made by several gentlemen, including an earnest address by Dr. Samuel H. Taylor, whose lamented death, shortly afterwards, deprived the enterprise of the services of one of its most valued and efficient friends.

By the recommendation of the committee, and under the encouragement of an additional pledge of \$2,000 from Messrs. John Dove and Peter Smith, and a further generous subscription of \$1,000 from Mr. Joseph W. Smith, it was decided to appeal to the generosity of the citizens individually, and to endeavor to obtain the amount required by means of voluntary subscriptions, rather than by a resort to taxation. The general superintendence of this business was entrusted to the Hon. George Foster.

At a town meeting held on the 31st of the same month, the committee made report that the sum of \$8,500 had been subscribed, in sums ranging from \$350 to 10 cents. The whole number of subscriptions was seven hundred and three. One from the Hon. Francis Cogswell, of \$350 ; two, of \$250 each, from Messrs. W. P. Foster and Edward Taylor ; one of \$200, from the Rev. Charles Smith. Then followed twenty-four subscriptions of \$100 each ; then twenty-two of \$50 each ; one of \$35 ; three of \$30 ; forty-two of \$25 ; and twenty-three of \$20. The original subscription papers, with the autographs of the donors and the sums contributed, may be found in the archives of the

Memorial Hall, where they were placed in accordance with the recommendation of the committee. They have also been copied into a subscription book, which is kept in the Library for public inspection.

To meet the deficiency of \$3,500, still remaining, the committee further recommended that the town should avail itself of an almost forgotten treasure that was at its disposal. On the 2d of April, 1866, the town had voted to raise the sum of \$4,500, that year, towards erecting a soldiers' monument. This money, having never been used for the purpose designated, now came to the relief of the town in an unexpected way. The recommendation of the committee was adopted, and it was voted, as an act in harmony with the original intention of the town, to apply this sum to the building of the Memorial Hall. The fund was thereby made up to \$51,500; and the Memorial Hall was secured.

At the annual meeting of the town, March 6, 1871, the subscribed fund was formally accepted, and a Building Committee was appointed, consisting of the following gentlemen: Mr. William G. Means, Mr. David Middleton, Mr. Samuel Raymond, Rev. Charles Smith and Rev. John L. Taylor, D. D.

At the same meeting the following letter was read from Mr. John Byers, of New York, formerly a resident of Andover:—

"NEW YORK, Feb. 7, 1871.

FRANCIS COGSWELL, ESQ., *Chairman of Committee:*

DEAR SIR:—It has been my earnest desire, for a number of years, to establish in Andover an enduring memorial of my brother, Peter Smith Byers, who died in that town in 1856. The way seems now open for its accomplishment. It is doubtless well known to your committee that he was the first chosen Principal of the Pynchard Free School, and although at his death comparatively a young man, yet he was warmly interested in the educational interests of Andover. I therefore propose to give the sum of \$3,000, for the purchase of books, as the nucleus of a public library to be kept in the room which, as I am informed, is to be set apart for that purpose in the Memorial Hall soon to be built. \* \* \* \* \* As soon as you notify me that the donation is accepted by the town, I will remit check for the amount.

Yours respectfully,

JOHN BYERS."

The town, having passed a vote of thanks for the very appropriate and generous donation of Mr. Byers, pledged itself to carry out the evident intentions of the donor in every particular.

Soon after its appointment, the Building Committee organized itself, with Rev. J. L. Taylor, D. D., as chairman, and Mr. S. Raymond as secretary and treasurer.

It soon became apparent that more land would be necessary. This necessity was met by the generosity of a few individuals; and the town was subsequently called upon to pass an additional vote of thanks to Messrs. George L. Abbott, John Cornell, John Dove, J. H. Flint, T. A. Holt, W. S. Jenkins, W. G. Means, Peter Smith, Joseph W. Smith, and G. H. and E. H. Valpey; by whose gifts, in connection with a further gift of \$200 from Mr. H. P. Beard, now deceased, the sum of \$1,650 was raised for the purchase of two

additional lots of land, said gifts being all in addition to previous subscriptions by the same parties for the erection of the Hall.

Still, the sum appropriated for the building was not sufficient to secure such an edifice as every one now expected. But, happily, while the unpleasant alternative was engaging the attention of the committee, advices from across the Atlantic enabled the treasurer to write \$5,000 more on the debit side of Mr. John Smith's account.

Shortly after this, on the occasion of the enthusiastic public reception given to Mr. Smith upon his arrival from Europe, he supplemented the donation of Mr. Byers by the additional promise of \$3,000 for the purchase of books for the Library.

The plan of the architect, Mr. J. F. Eaton, having been decided upon, proposals were received from three different builders. At a meeting of the committee, held July 31, it was voted to give the work to Messrs. Abbott & Jenkins, of Andover. According to the contract signed by them, the specifications were to be carried out for the sum of \$20,750. On the 4th of August, 1871, Mr. T. E. Mayberry deposited some loads of stone near the site of the building, and on the 14th of August the workmen broke ground. The ceremony of laying the corner-stone was performed on the 19th of September. Mr. John Smith, assisted by Mr. David Middleton, deposited in the corner-stone a copper box enclosing various interesting documents, a list of which may be found in the archives of the Hall. Remarks were made by the Rev. J. L. Taylor, D. D., and prayer was offered by the Rev. Charles Smith. The work was now pushed briskly on through October and November, and in December the building was covered in.

At the annual town meeting, March 4, 1872, the Building Committee presented its first report; from which it appeared that the whole amount thus far secured for the enterprise, including the \$3,000 from Mr. Byers, and the like sum from Mr. John Smith, for the purchase of books, was \$62,949.70; leaving in the hands of the committee, for building purposes, \$36,949.70.

At this meeting, the town, in accordance with the recommendation of the Building Committee, appointed as Trustees of the Memorial Hall the following gentlemen: Mr. Henry Boynton, Mr. E. K. Jenkins, Rev. James H. Merrill, Mr. David Middleton, Mr. Samuel Raymond, Rev. W. L. Ropes, and Mr. Joseph W. Smith. It was arranged that the term of office of one Trustee should expire every year, and that the vacancy should be filled by the election of a Trustee by ballot, at the March meeting of the town, for a full term of seven years.

In the month of April following, Rev. Mr. Merrill felt obliged, on account of ill health, to resign his office as a Trustee, and the Board made choice of Rev. Francis H. Johnson to supply his place.

During the spring and summer of 1872, the Trustees selected and purchased books for the foundation of a library. A call for donations, issued in May, to the people of the town, also brought in a number of additional volumes. In October the Hall, though not yet furnished, was ready for the use of the

Trustees. The books were unpacked, and the work of preparing the catalogues, which was committed to Mr. Raymond, was begun. Early in January Mr. Raymond had completed, with his own hand, four catalogues of the library, which now numbered more than 2,700 volumes.

The Trustees appointed Mr. Ballard Holt, 2d. Librarian and Janitor, who entered on his duties May 1, 1873.

The furnishing of the building, and the laying out of the grounds, as well as the various arrangements for the working of the Library, having been mainly completed, the Hall was formally opened, with appropriate services, on Memorial Day, Friday, May 30, 1873.

The committee appointed by the town to co-operate with the Trustees with reference to this occasion, consisted of the Board of Selectmen, together with the Hon. George Foster, Mr. E. Francis Holt, Rev. Professor Park, and Dea. Peter Smith. Agreeably to the arrangements of this joint committee, and under the direction of Mr. James B. Smith, the Chief Marshal, a procession was formed at 2 o'clock, P. M., in Elm Square, opposite the Hall; a dinner having been previously served in the Elm House to the committee, escort and invited guests. The procession was led by an escort of returned soldiers of the late war, preceded by the Andover Brass Band. The ADDRESS was delivered in the South Church by the Rev. PHILLIPS BROOKS, of Boston. The DEDICATORY PRAYER was offered in front of the Memorial Hall, by the Rev. Prof. EDWARDS A. PARK, D. D., of Andover. The Rev. CHARLES SMITH, and the Rev. JAMES H. MERRILL, of Andover, also took part in the services. Singing was furnished by the ANDOVER CHORAL UNION. The assembly, gathered in front of the Hall, united in singing the National Hymn at the close of the exercises.

The Reading-room was opened for the use of the citizens on Monday, June 2d; and on the Monday following the Library was first opened for the delivery of books.

The total cost of the building, including that of the land (\$4,650), together with the grading and ornamenting of the grounds, is about \$43,000. Of the whole amount raised, \$20,000, agreeably to the original provision of Mr. John Smith, is reserved as a permanent fund for current expenses. For the purchase of books, \$6,000, in addition, was placed at the disposal of the Trustees, about two-thirds of which has been already expended for that purpose. The town has also, in accordance with the law of the State authorizing such appropriations, voted to apply to the uses of the Library the amount which may be received this year from dog-licenses. The Trustees believe that this statement of their limited resources will be a sufficient appeal to those who desire that the Library and Reading-room shall satisfy the reasonable expectations of the community.

On the two following pages is printed a copy of the inscription on the marble tablets in the Memorial Room, giving the names of the soldiers enlisted from Andover in the war of the Rebellion, who gave up their lives in the service of their country.

## TO THE MEMORY OF

JAMES H. BAILEY,  
Died of disease at Washington, D. C., Sept. 14, 1861.

ENOCH O. FRYE,  
Accidentally killed at Fort Albany, Va., Oct. 29, 1861.

CHARLES H. CALLAHAN,  
Died of disease at Chelsea, Mass., May 29, 1862.

AMOS WHITTAKER,  
Killed at Gaines' Mills, Va., June 27, 1862.

GEORGE M. SMART,  
Died of disease at Fort Albany, Va., July 25, 1862.

WILLIAM GREELEY,  
Died of disease at Carrollton, La., Aug. 22, 1862.

BERNARD KAVANAUGH,  
Died of disease at Philadelphia, Pa., Aug. 24, 1862.

EDWARD C. MERRILL,  
Died of disease at Carrollton, La., Aug. 27, 1862.

WILLIAM H. LUKE,  
Died of wounds at Manassas, Va., Sept. 13, 1862.

JEFFERSON N. RAYMOND,  
Died of disease at New Orleans, La., Sept. 13, 1862.

JAMES RUSSELL,  
Died of disease at Fort Albany, Va., Oct. 19, 1862.

JAMES JAQUITH,  
Died of disease at New Orleans, La., Dec. 1, 1862.

HENRY G. KIMBALL,  
Died of disease at Newbern, N. C., Jan. 1, 1863.

JAMES W. MERRILL,  
Died of disease at Newbern, N. C., Jan. 20, 1863.

JOSEPH CHANDLER, JR.,  
Died of disease at New Orleans, La., Mar. 10, 1863.

NEWTON G. FRYE,  
Died of disease at Andover, Mass., Mar. 28, 1863.

JOSIAH MASON,  
Died of disease at Andover, Mass., April 7, 1863.

JAMES LOGUE,  
Died of disease at Baton Rouge, La., May 11, 1863.

NEWTON LOVEJOY,  
Died of disease at Vicksburg, Miss., July 9, 1863.

WILLIAM H. WARDWELL,  
Accidentally killed at Maryland Heights, Md., Aug. 1, 1863.

CHARLES A. CLEMENT,  
Died of wounds at Gettysburg, Pa., Sept. 30, 1863.

WILLARD G. BODWELL,  
Died of disease at Fort Strong, Va., Mar. 24, 1864.

THOMAS F. PORTER,  
Died of wounds at Hampton, Va., April 15, 1864.

JAMES WARD,  
Killed at the Wilderness, Va., May 5, 1864.

SAMUEL AIKEN,  
Killed at Spottsylvania, Va., May 19, 1864.

ISRAEL A. BERRY,  
Died of wounds at City Point, Va., April 22, 1865.

## OUR PATRIOTIC DEAD.

GRANVILLE K. CUTLER,

Killed at Spottsylvania, Va., May 19, 1864.

JAMES H. EASTES,

Killed at Spottsylvania, Va., May 19, 1864.

EDWARD FARMER,

Killed at Spottsylvania, Va., May 19, 1864.

JONATHAN A. HOLT,

Killed at Spottsylvania, Va., May 19, 1864.

JAMES H. ROTHWELL,

Killed at Spottsylvania, Va., May 19, 1864.

ENOCH M. HATCH,

Killed near Petersburg, Va., June 16, 1864.

BERNARD MCGURK,

Killed at Cold Harbor, Va., June 3, 1864.

ORRIN L. FARNHAM,

Died of wounds at Bryant's Farm, Va., June 17, 1864.

EPAPHRUS K. BRYANT,

Died of wounds at Washington, D. C., July 3, 1864.

WILLIAM RUSSELL,

Died of wounds at Washington, D. C., July 11, 1864.

THOMAS A. BAGLEY,

Died a prisoner at Andersonville, Ga., Aug. 28, 1864.

JAMES B. BLACK,

Died of disease at Fortress Monroe, Va., Aug. 30, 1864.

GEORGE W. GRANT,

Died of disease in Second Corps Hospital, Va., Sept. 7, 1864.

GEORGE A. BAILEY,

Killed at Winchester, Va., Sept. 19, 1864.

FRANKLIN HARDY,

Killed at Poplar Grove Church, Va., Oct. 2, 1864.

EDWARD O'HARA,

Killed at Hatcher's Run, Va., Oct. 27, 1864.

CHARLES P. BARNARD,

Died of disease at Annapolis, Md., Dec. 2, 1864.

JAMES MCCUSKER,

Died a prisoner at Salisbury, N. C., Dec. 2, 1864.

THOMAS WARDMAN,

Died a prisoner at Danville, Va., Dec. 20, 1864.

JOHN MCCULLOUGH,

Died of disease at Andover, Mass., Dec. 24, 1864.

WALTER L. RAYMOND,

Died a prisoner at Salisbury, N. C., Dec. 25, 1864.

GEORGE E. HAYWARD,

Died of wounds at Andover, Mass., July 24, 1865.

LEONARD W. RYLEY,

Died of disease at Andover, Mass., Aug. 30, 1865.

LEWIS G. HATCH,

Died of disease at Andover, Mass., Jan. 4, 1866.

SAMUEL P. FARNHAM,

Died of disease at Andover, Mass., Jan. 12, 1866.

ANDREW K. PATRICK,

Died of wounds at Fredericksburg, Va.

# T R U S T E E S

## OF THE

# Memorial Hall, Andover,

ELECTED MARCH 4, 1872.

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JOSEPH W. SMITH,	.	.	.	*TERM EXPIRES MARCH, 1873.
JAMES H. MERRILL,	.	.	.	" " " 1874.
DAVID MIDDLETON,	.	.	.	" " " 1875.
E. KENDALL JENKINS,	.	.	.	" " " 1876.
HENRY BOYNTON,	.	.	.	" " " 1877.
SAMUEL RAYMOND,	.	.	.	" " " 1878.
WILLIAM L. ROPES,	.	.	.	" " " 1879.

Rev. JAMES H. MERRILL resigned the office of Trustee April, 1872, and  
 Rev. FRANCIS H. JOHNSON was chosen to fill the vacancy.

JOSEPH W. SMITH was elected for a second term March 3, 1873.

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## OFFICERS OF THE TRUSTEES.

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JOSEPH W. SMITH, PRESIDENT.

SAMUEL RAYMOND, SECRETARY AND TREASURER.

### COMMITTEE ON THE LIBRARY.

DAVID MIDDLETON,	WILLIAM L. ROPES,
FRANCIS H. JOHNSON,	JOSEPH W. SMITH.

### COMMITTEE ON ACCOUNTS.

E. KENDALL JENKINS,	HENRY BOYNTON.
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### LIBRARIAN AND JANITOR.

BALLARD HOLT, 2d.

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\* The respective terms were fixed by lot.

# RULES AND REGULATIONS.

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## SECTION I.

### TRUSTEES.

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ART. 1. The officers of the Board shall be a President, Secretary, and Treasurer, a Committee on the Library, and a Committee on Accounts, who shall be elected annually by ballot from the Board at the first regular meeting succeeding the annual town meeting in March.

ART. 2. Vacancies in any office, from any cause, may be filled at any regular or special meeting, notice to that effect having been given one week previously. In the absence of any officer, a substitute may be appointed, *pro tempore*.

ART. 3. The Secretary of the Board shall record all proceedings of the Board, and keep their records and files.

ART. 4. The Treasurer shall give bonds to the town of Andover, in such sum, and with such sureties as the Board may approve, for the faithful performance of the duties of his office, and to account for all such sums as may come into his hands belonging to the Memorial Hall; he shall draw from the town treasury the interest money, and any other money that may be due from the town, and shall pay therefrom such bills as are approved by the Board; shall, under the direction of the Board, keep the property under the care of the Trustees suitably insured; shall settle with the Librarian, quarterly, for all fines and other moneys received by him; shall keep account of all receipts and expenditures of the Board; shall present to the Board at their regular meeting in January, annually, a report of the receipts and expenditures of the year ending on the thirty-first day of December previous, and of the state of the Treasury, audited by the Committee on Accounts, and shall make special reports thereof, when required by the Board.

ART. 5. The Committee on the Library shall recommend books to be purchased for the Library; shall purchase all books authorized by the Board; shall cause the books to be rebound when necessary; shall furnish proper books and forms for the Librarian, and shall annually examine the Library, and report to the Board, at the regular meeting in January, its existing condition, a list of books lost during the year, and such other facts as should be reported to the Town. They shall, also, under the direction of the Board, have charge of the Memorial building and grounds, shall provide the

rooms in the building with proper fixtures and furniture, and make arrangements for suitably lighting and warming the rooms ; shall recommend, and, under the direction of the Board, cause to be procured, newspapers and periodicals for the Reading-room, and cause such as are worthy of preservation to be bound and deposited in the Library ; and, generally, shall see that the regulations of the Board in relation to the Library and Reading-room are duly observed.

ART. 6. The Committee on Accounts shall annually audit the Treasurer's accounts, and present the same to the Town Auditors for adjustment.

They shall employ such means as they may deem best to obtain memorials of the war, works of art, and other objects of interest to be placed in the Memorial Room ; also, donations of money and books for the increase of the Library ; and shall pay all money thus received to the Treasurer of the Board, to be by him passed to the credit of the Memorial Hall, and appropriated at the order of the Board, unless otherwise specified by the donors.

ART. 7. No payment of money shall be made except by a vote of the majority of the Board. All orders to draw money from the Town Treasurer must be signed by the President and Treasurer of the Board.

ART. 8. In the month of January, annually, a report of the Trustees to the Town shall be prepared by a Committee, and when approved by the Board, and signed by the President and Secretary, shall be entered on the records and delivered to the Selectmen.

ART. 9. The regular meetings of the Board shall be held on the second Tuesday of each month, except August. Special meetings may be called by the President at his discretion, and shall be called by the President or Secretary when requested by two members ; seasonable written notice of all meetings to be given to the members.

ART. 10. Four members shall constitute a quorum for the transaction of business. Any number more than one, may adjourn a meeting. Absent members to be notified of the adjournment.

ART. 11. The Library in the Memorial Hall, including the Reading-room, shall be known as The Memorial Hall Library.

ART. 12. No book, pamphlet, work of art, or other object whatsoever, offered by any person to the Library, Reading-room, or Memorial Hall, shall be accepted and placed therein, except by express vote of the Board, unless by direction of the Town ; and immediate notice of acceptance shall be given to the donor, with a suitable acknowledgment.

ART. 13. All books, pamphlets, and articles in the Library, Reading-room, or Memorial Room, may be exchanged at the discretion of the Trustees ; *provided*, however, that no such exchange shall be made except with the consent of the donor, or his or her oldest heir-at-law.

## SECTION II.

## LIBRARY.

ART. 1. The Memorial Hall Library and Reading-room shall be free to all residents in Andover, over fourteen years of age, who shall sign an agreement to observe the rules and regulations adopted from time to time by the Trustees (giving satisfactory guarantee when requested), and who shall at all times comply with said rules and regulations.

The following guarantees may be required by the Librarian at his discretion:—

First. Any resident, of the age of twenty-one years or upwards, may deposit with the Librarian a sum of money equal to the value of the book borrowed, or the value of the set, if it be one of a set. A ticket in evidence of this deposit shall be given to the borrower, a copy of which shall be kept by the Librarian. On the return of the book borrowed, with the ticket, and the payment of any fines or damages for negligence or injury, the deposit shall be restored to the depositor. In case such book is not returned, and such fines and damages paid, the deposit shall be forfeited to the Trustees. Or,

Secondly. Any resident, of the age of fourteen years or upwards, may file with the Librarian a guarantee of some responsible person, known to the Librarian, agreeing to be answerable for all books borrowed by him, and for the payment of all fines and damages incurred by him. Such guarantee shall be valid for the time mentioned therein, but may be revoked by the signer at any time, at his pleasure, by a notice in writing to the Librarian, in which case his liability shall cease, except as to books previously taken, and fines and damages previously incurred.

ART. 2. Persons residing temporarily in Andover may, at the discretion of the Library Committee, be permitted to use the Library and Reading-room, on such terms as the Trustees may prescribe.

ART. 3. Strangers visiting the town may use the books and periodicals in the Reading-room, agreeably to the regulations, for the space of one week, upon the introduction in writing of any Trustee. The person thus introducing a stranger shall be responsible for his compliance with the rules of the Library, and shall be accountable for any injuries committed by him.

ART. 4. Young persons under fourteen years of age may be admitted to read in the Reading-room, upon the request of some person known to the Librarian (who shall engage to be responsible for their good conduct), at such times and in such numbers as may, in the judgment of the Librarian, not be inconvenient to other visitors; but no such person shall be permitted to loiter in the Reading room, or in any part of the building, when not engaged in reading.

ART. 5. All persons visiting the Memorial Hall shall demean themselves quietly and be inoffensive in condition and conduct ; no person shall lunch, or smoke, or spit on the floor, in any part of the building ; and no disturbing conversation will be permitted in the Library or Reading-room.

ART. 6. The Library shall be open for the delivery of books every week-day throughout the year (except Wednesdays and days allowed by the Board as holidays), from three to five o'clock, and from six to nine o'clock, P. M.

ART. 7. The Reading-room shall be open every week-day throughout the year (except Wednesdays and holidays), from eight and a half, A. M., to twelve o'clock, and from three to five, and from six to nine o'clock, P. M. On Wednesdays, it shall be open from eight and a half to ten o'clock, A. M., and from six to nine o'clock, P. M.

ART. 8. No person, except the Librarian or a Trustee, shall enter any of the alcoves, or take any book from its place on the shelves, unless by special permission.

ART. 9. No book or pamphlet, belonging to the Library or Reading-room, shall be taken away, except by the leave of the Librarian, expressed in the prescribed mode of registration.

ART. 10. Every person entitled to borrow books from the Library shall receive from the Librarian a card bearing the name of the borrower, and setting forth his right to the use of the Library. The card shall have on the back ruled spaces in which the Librarian will stamp the dates of the delivery and return of books borrowed. This card must always be presented on taking out any book for home use, and also upon the return of any book. The person to whom the card belongs will be held responsible for any book drawn by means of his card. The card, if lost, cannot be replaced until after seven days' notice of the loss has been given at the Library.

ART. 11. Application for books is to be made on printed slips, which will be furnished by the Librarian. The applicant will write on these slips the shelf-numbers of the books desired, together with the name of the borrower copied from his card ; and both the card and slip will then be handed to the Librarian.

ART. 12. No person shall be allowed to have more than one volume from the Library at one time. Books designated as books of illustration may, however, be taken with the volumes they are designed to illustrate.

ART. 13. No book taken for home use shall be changed the same day on which it is taken.

ART. 14. No book shall be taken a second time for home use by the same person, or by any one of the same household, until after a full Library day from the time of his returning it. New books, and books in great demand, shall not be re-taken by the same person until after *three* days from the date of their return, when the Library Committee may so direct.

ART. 15. Any book borrowed from the Library may be kept out two weeks, unless a shorter time is named on the cover. When a book is new or in great demand, the time may be limited to one week, or less than one week, at the

discretion of the Library Committee. Any borrower who retains a book beyond the allowed time, shall pay a fine of two cents for every day's delay.

ART. 16. Any volume retained two weeks beyond the specified time, shall be sent for by the Librarian, and the expense incurred in obtaining it shall be paid by the borrower. If not returned within one week after being sent for by the Librarian, the book shall be considered as lost.

ART. 17. Books returned must be delivered to the Librarian or his assistant.

ART. 18. The Library Committee may order a new book to be retained in the Library for four weeks after its reception.

ART. 19. \*No periodical or pamphlet shall be borrowed from the Library until bound and placed upon the shelves, except when the Library has a duplicate of the same; in which case only one copy shall be allowed to be borrowed unbound.

ART. 20. No newspaper, bound or unbound, shall be removed from the Library or Reading-room, except by special permission of the Library Committee.

ART. 21. Books unsuited for general circulation, books difficult to be replaced by reason of their rarity or value, and books of reference, shall be designated on the Catalogue by a star (\*), and shall not be taken from the Library, except by special permission of the Library Committee.

ART. 22. Persons entitled to the privileges of the Library may receive books for consultation in the Reading-room during Library hours, upon making written application on a printed slip to be furnished by the Librarian. Any person neglecting to return to the Librarian a book thus temporarily consulted, shall pay a fine of five cents.

ART. 23. All books shall be returned to the Library at such time, annually, as the Library Committee may direct, and shall remain in the Library so long as may be necessary for the annual examination. Any person neglecting to return a book at this time, shall pay a fine of fifty cents. Seasonable notice of the time is to be given by the Librarian.

ART. 24. Borrowers of books must give notice to the Librarian of any change in their place of residence.

ART. 25. All injuries to books, beyond reasonable wear, shall be made good, to the satisfaction of the Library Committee, by the borrower. If any book be lost or materially damaged, the borrower shall pay for the same at the appraisement of the Committee. If the volume lost or injured forms part of a set, he may be required to replace the whole set; and shall then be entitled to receive the damaged set as his own property. Notice should be given to the Librarian of any serious defacement or injury which a borrower may find in any book used by him.

ART. 26. Any person injuring or mutilating any book, newspaper, or other article, belonging to the Library, or to any room in Memorial Hall, will be denied admission to the building, unless satisfactory reparation be made; and will also be liable to immediate prosecution for such offence.

NOTE.—The following Act was passed by the Legislature of Massachusetts, February 26, 1872:—An Act for the Preservation of Books and other Property belonging to Public Libraries.

*Be it enacted, etc., as follows:—*

Whoever wilfully and maliciously or wantonly and without cause writes upon, injures, defaces, tears or destroys any book, plate, picture, engraving, or statue, belonging to any law, town, city, or other public library, shall be punished by a fine of not less than five dollars, nor more than fifty dollars, or by imprisonment in the jail not exceeding six months, for every such offence.

Approved Feb. 26, 1872.

ART. 27. A printed copy of the established rules and regulations shall be given to every person, or head of a family, using the Library. •

ART. 28. A printed Catalogue of the books belonging to the Library shall from time to time, be provided by the Trustees, copies of which shall be for sale at the Librarian's desk.

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### SECTION III.

## LIBRARIAN.

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ART. 1. A Librarian shall be elected by the Trustees, who shall be removable at their pleasure. His salary shall be fixed by the Board. He shall give bonds to the town of Andover, in such sum and with such sureties as may be approved by the Board, for the faithful performance of the duties of his office; for the proper care and preservation of the Library; and to account for all property of the town in charge of this Board, which may be placed in his hands. He shall perform all the duties assigned to him, agreeably to the regulations and directions of the Board and the Library Committee.

ART. 2. The Librarian, under the supervision of the Library Committee, shall have the charge and control of the Library, and of the other apartments in the Memorial Hall; he shall see that the books, pamphlets, papers, furniture, and other articles, are arranged according to the directions of the Library Committee, and kept in good order. He shall keep the rooms open, and in proper condition for use, during the hours specified by the Board, and during those hours shall be present, in person or by an assistant approved by the Committee; he shall maintain order in the rooms, and see that all the regulations of the Board are complied with.

ART. 3. He may appoint an assistant, to be approved by the Library Committee, to assist him in the performance of his duties, and to act for him in case of his illness or absence, and who in such case shall have the powers of the Librarian. The Librarian shall be responsible for the conduct of his assistant. The compensation of the assistant shall be paid by the Librarian, and no allowance shall be made to the Librarian for such compensation, or for extra services, unless by vote of the Board upon each special claim.

ART. 4. The Librarian shall enter in a record, to be called the Accession Catalogue, the title, and author's name, of every book and pamphlet added to the Library, the date of its reception, its cost, if purchased, the name of its donor, if it be a gift, and any other facts relating to it which the Board may direct. And no book shall be put in use until so recorded.

ART. 5. He shall also keep an Alphabetical Catalogue of all volumes and pamphlets belonging to the Library, in which shall be noted the title and the author of every work, and the number of volumes, with its number on the Accession Catalogue, and its place in the Library.

ART. 6. He shall acknowledge all gifts to the Library, Reading-room, or Memorial Hall, as soon as they shall have been reported to the Board and accepted; first procuring the signature of the President to each acknowledgment.

ART. 7. He shall cause a book-plate to be securely fastened in each volume belonging to the Library ; noting on it the date of the book's reception, the name of the donor, if it be a gift, the number of the shelf on which it is kept, the book-number, and the number it bears on the Accession Catalogue. He shall also cause all volumes, pamphlets, and manuscripts belonging to the Library or Reading-room to be stamped with the words, MEMORIAL HALL LIBRARY, ANDOVER.

ART. 8. He shall have every volume, before it is delivered from the Library, neatly covered with suitable paper ; the number of the shelf on which it is kept, and the book-number, written on the back ; and a printed copy of such rules as the Trustees may direct attached to the cover, together with a statement of the time for which the book is allowed to be kept out. It shall also be his duty to cover and label anew all books whose covers or labels may have become worn or defaced.

ART. 9. He shall keep a register of all persons entering their names for the purpose of borrowing books, with the Library-number and the residence of each individual inserted against the name.

ART. 10. He shall, on application in the prescribed mode by any person entitled to take books from the Library, deliver to him such book as he may wish, keeping a record of its delivery in the manner directed by the Board. On the return of the book he shall cancel the charge. But if the book has been kept beyond the allowed time, he shall impose the proper fine ; and if it has been injured, he shall report the injury to the Library Committee.

ART. 11. He shall furnish to any person entitled to the privileges of the Library, such books as he may desire to use in the Reading-room, during Library hours, providing him first with a printed slip on which to make written application for the same ; this application to be preserved by the Librarian, and cancelled on the return of the book.

ART. 12. The Librarian may withhold any book, particularly in the case of minors, when there is good and sufficient reason.

ART. 13. He shall retain for two days after its return any book which may have been inquired for, provided a written request for its retention has been presented by the person desiring the book.

ART. 14. He shall keep a record of all books asked for, which are not in the Library, with the names of the persons asking for them ; and exhibit the same to the Library Committee whenever it shall be called for.

ART. 15. When any person shall have detained a book beyond the prescribed time, it shall be the duty of the Librarian, on the day following that on which the book should have been returned, to send by mail to such person a notice, reminding him that the book is due at the Library, and that he is incurring a fine of two cents for every day of detention.

ART. 16. When any book shall have been detained two weeks beyond the allowed time, the Librarian shall send for it, and shall cause it to be returned at the expense of the borrower.

ART. 17. The Librarian shall collect all fines incurred by neglect to re-

turn any book within the prescribed time, and all damages for the loss or injury of books, and shall account for, and pay over the same to the Treasurer of the Board once in three months.

ART. 18. He shall withhold the use of the Library from any persons owing fines or forfeitures; and may exclude any person from the building who shall injure any of the books, periodicals, furniture, or other property, or whose condition or conduct shall not be in conformity with the regulations of the Board; and he shall make immediate report of all such cases to the Library Committee.

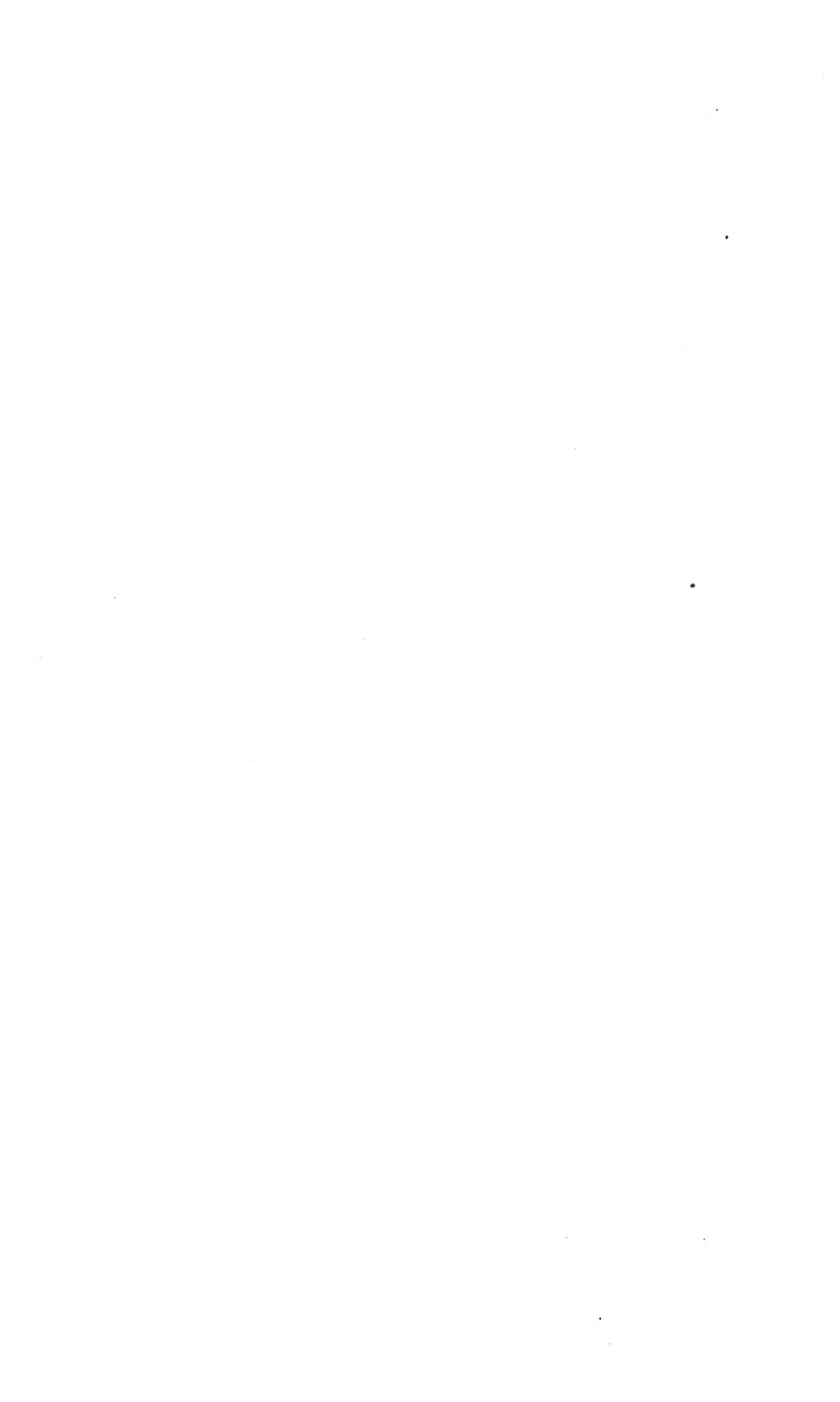
ART. 19. He shall, once in the year, have all the books taken from the shelves and carefully dusted, and the shelves thoroughly cleaned.

ART. 20. He shall make a thorough examination of the Library once a year, and oftener if requested by the Library Committee. He shall also make report to the Board, at such times as they may require, of the condition and increase of the Library, and of any other matters relating to the Library and the Memorial Hall about which they may desire to be informed.

ART. 21. Any person dissatisfied with the decision of the Librarian in any case, may refer the matter to the Library Committee.

#### OF AMENDMENTS.

These regulations may be amended at any regular meeting of the Trustees, provided the amendment shall have been proposed at the next preceding regular meeting, and entered on the records, and information given by the Secretary to each member of the Board of the proposed change, in the words of the record.





LIBRARY OF CONGRESS



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